



JOB DESCRIPTION

JOB TITLE: Senior Public Works Inspector

DEPARTMENT: Public Works Department

REPORTS TO: P.W. Inspector Supervisor

DATE: June, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: February, 2002

FLSA EXEMPT: No

JOB SUMMARY: Under general supervision of the Public Works Inspector Supervisor, makes field inspections on a variety of public and private construction projects to ensure conformance with approved plans, specifications and departmental regulations; performs land surveys using current methods; and performs minor drafting work and other office and field work related to engineering.

CLASS CHARACTERISTICS: This is an advanced journey level classification responsible to interpret, analyze, identify and review public/private construction projects for conformance to established engineering principles. Incumbent must be able to successfully communicate with developers, contractors and property owners over the phone and in fact-to-face situations. This classification is distinguished from the Public Works Inspector classification due to the lead role required to supervise and/or coordinate the work of contract and lower level inspectors.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Public Works Inspector Supervisor, engineering staff and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Make detailed and continuous inspections of materials and methods used in the construction of streets, sewers, sidewalks, utilities, curbs, gutters, storm drains, public landscaping, traffic signals, subdivision improvements and other public works projects.
2. Interpret and enforce construction plans and specifications and submits progress reports on both public and private construction projects.
3. Prepare and file daily inspection reports for all development Public Works and capital improvement projects.
4. Perform all functions incidental to public works inspection, make final inspections and prepare formal reports for the acceptance of completed construction.

5. Communicate clearly, both in oral and written form, with contractors, utility company representatives, and City staff.
6. Understand and enforce compliance with storm water run-off laws, ordinances, and policies.
7. Communicate with affected property owners regarding inconveniences or simply to answer any related questions.
8. Investigate, respond to, and resolve complaints arising from construction activity.
9. Make minor field changes as necessary to maintain continuity on construction projects.
10. Review and plan check improvement plans.
11. Prepare as-built construction plans to be kept on record.
12. Coordinate and schedule inspector staff meetings.
13. Conduct building and electrical inspections on public works projects as needed.
14. Recommend progress payments during the construction period and final payment after the job is finished.
15. Assist staff engineers with needed field investigation assignments for various projects.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or the equivalent. College level course work in drafting, construction management, estimating or inspection, civil engineering or land surveying is highly desired.
2. Four years of journey level experience with a municipal agency in any combination of: plan checking; sub-professional engineering work; or inspection of construction work in progress. Prior work experience in a supervisory or lead capacity is highly desired.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Must have sufficient mobility to inspect construction projects in the field.
2. Must be willing to work out of doors in various weather conditions.

Knowledge of:

1. Applicable City, County, State and Federal laws, codes, ordinances, and regulations regarding public and private construction projects.
2. Principles, methods, materials, equipment and safety hazards of construction.
3. Mathematics including algebra, geometry and trigonometry as applied to public works inspection.
4. Soil mechanics, geology, soil sampling and testing methods.
5. Land and construction site survey methods.
6. Construction definitions and terms used on construction plans and other related documents/materials.

Skill in:

1. Reading and interpreting construction plans and specifications for both public and private construction plans.
2. Performing mathematical calculations in determining compliance of construction plans and specifications.
3. Detecting and locating faulty materials and/or construction techniques to eliminate possible problems.
4. Use of common office software including Microsoft Office and applicable specialized engineering software.
5. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Understand and implement the policies and procedures pertaining to the work.
2. Exercise sound independent judgment within established guidelines.
3. Establish and maintain working relationships with those contacted in the course of the work.
4. Supervise and coordinate the work of in-house and contract inspectors.
5. Organize and facilitate inspector staff meetings.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 30% indoors and 70% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, employees occasionally work in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.

4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises and hazards including but not limited to outdoor construction equipment.